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CENTRAL INTELLIGENCE GROUP

Personnel and Administration Branch

Services Division

Property Section

The Property Section establishes such policies as may be required to control the accountability of all nonexpendable property regardless of source or nature of funds used in the procurement of such property; direct and supervise the maintenance of proper records for all property owned or controlled by the Agency.

Personal Services

<u>Positions</u>	<u>Manyears</u>	<u>Amount</u>
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CENTRAL INTELLIGENCE GROUP

PROPERTY SECTION

OFFICE OF THE CHIEF

Formulates, directs and implements such policies and procedures as may be required in connection with property accountability for all CIG property, regardless of source or the nature of funds used in procurement; directs the maintenance of proper records relating to accounts of all property owned or controlled by the agency.

Property Records

Maintains records of all nonexpendable property purchased, assigned or transferred to CIG.

Survey and Inspection

Conducts book and physical inventory audits periodically; conducts investigations and inspections when required to establish financial responsibility in connection with the loss, destruction, damage to or theft of Government property.

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CENTRAL INTELLIGENCE GROUP

Personnel and Administration Branch

Services Division  
Office of the Chief

Property Section

<u>Title</u>	<u>Grade</u>
Chief	CAF-12
Clerk Steno	CAF-6
Total	

Property Records

Chief	CAF-11
Ass't Chief	CAF-9
Adm. Asst.	CAF-7
Clerk Steno	CAF-5
Clerk Steno	CAF-4
Clerk Typist	CAF-4
Clerk	CAF-4
Total	

Survey and Inspection

Chief	CAF-11
Ass't Chief	CAF-9
Adm. Asst.	CAF-7
Clerk Steno.	CAF-5
Total	

<u>Annual</u> <u>Salary</u>	<u>Positions</u>	<u>Manyears</u>	<u>Amount</u>
			
10491	5	7.5	14976

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